



Position Vacancy Announcement

Today's Date: 10/09/2015

Posting #: 8436

Job Title: Job Developer

Division/Department: Career Connections/ Hire One/Youth Services

Location: 101 West 24th street, Baltimore, MD 21218

Salary Range: \$33,263 - \$45,000

Status: Regular Full-Time with Benefits

JOB DEVELOPER

Position Overview

This is a youth development position, which is an approach to working with young people that defines goals (outcomes) based on capacities, strengths and developmental needs of youth. Work involves providing full marketing service to employers and employability services to the youth participating in the Career Connections and Hire One Youth programs.

Essential Functions:

- Markets Career Connections and Hire One Youth programs to employers and develop jobs for in and out-of-school youth served by youth services.
- Markets and develops customized training opportunities for Career Connections and Hire One Youth participants and negotiates subsequent contracts and agreements with employers and training vendors.
- Arranges job interviews for qualified youth, as well as refers youth to customized training or other appropriate employment activities.
- Coordinates and conducts employer activities (i.e. Job fairs, mass recruitment sessions, job specific pre-screening workshops).
- Maintains a posting of current job openings.

Key Attributes:

- Ability to establish and maintain effective working relationship with clients, employers, co-workers and representatives of other organizations.
- Ability to communicate effectively, orally and in writing, and to analyze written reports and materials.
- Knowledge of the purpose, functions and scope of MOED policies and procedures.
- Knowledge of the principles and practices of personnel selection as it is practiced in the public and private sector.
- Ability to interpret, apply and explain Federal laws, regulations, and policies governing MOED programs.
- Ability to make persuasive presentations, and to produce accurate detailed and well documented proposals.
- Must be computer literate and familiar with word processing, spreadsheet, or database applications (i.e. MS Word, Excel, etc.)

Required Education & Experience:

- Education equivalent to completion of two years of college at an accredited college or university.
- Four years of sales experience or experience in employment, training, or related fields, which require a high degree of marketing the program or services. Preferably two years which are counseling and job placement experience.
- Or, any equivalent combination of acceptable education and experience.

Special Requirements:

- Maryland driver's license and daily access to an automobile.
- Availability to work evening and weekends as required.
- Criminal Background Investigation.

MOED Employees receive priority consideration for open positions and must apply within 5 days of posting.

All other qualified applicants should submit an application and/or resume to the MOED Human Resources Department, 417 E. Fayette Street, Suite 466, Baltimore, MD, 21202; via fax: (410) 396-8132, via email: resumes@oedworks.com. Please place job title and posting number in the subject line. MOED is an Equal Opportunity Employer.